

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **MECHANIC II, Grade 54**

DEFINITION:

To perform routine service, skilled maintenance, and repair on the Office of Education's automotive equipment.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Performs routine lubrications and other service-related duties to vehicles including cars, trucks, buses, and motor homes.

Performs maintenance and repair work on County Office vehicles.

Assists and participates in the inspection, troubleshooting, and/or overhauling of transmissions, electrical systems, cooling systems, valves, pistons, carburetors, etc.

Utilizes computerized equipment to perform diagnostic inspections.

Performs safety checks and inspections on vehicles, and maintains associated records.

Uses a computer for recordkeeping, parts ordering, etc.

Assists in scheduling vehicles for use by County Office staff.

Performs routine maintenance and custodial service around the shop and service area as required.

Performs limited welding activities.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

A California Class C driver license and proof of automobile insurance are required at the time of appointment. Employees must qualify for a valid California Class "A" Driver's License within six

months of employment. A current Department of Motor Vehicles driving record of traffic citations and accident involvement, if any, must be submitted and updated annually.

EDUCATION AND EXPERIENCE:

A combination of education and experience equivalent to: completion of vocational training in basic automotive mechanics and a minimum two years' experience in a centralized garage/transportation unit providing full services to fleet vehicles including cars, trucks, busses and motor homes.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- The methods, practices, materials, and tools used in automotive mechanics
- The operation and repair characteristics of a wide variety of motor vehicles
- Safety hazards and relevant precautions as they pertain to automotive servicing
- Gasoline, diesel, natural gas and hybrid engines and their operation
- The practices, methods, and tools used in the welding trade

ABILITY TO:

- Effectively follow oral and written instructions
- Establish effective working relationships
- Diagnose and repair a wide variety of automotive equipment
- Use and care for the tools and equipment of the automotive and welding trades
- Work effectively independently and as part of a team with minimum supervision
- Organize and prioritize work
- Exercise appropriate judgment in making decisions
- Maintain confidentiality of information
- Demonstrate attendance sufficient to complete the duties of the position as required
- Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

This assignment spends time indoors and outdoors with the majority of time spent in a garage environment.

Must be able to: see to read, drive and perform assigned duties; hear and speak to exchange information in person, and on the telephone; kneel, stoop, crouch, crawl, bend at the waist, reach overhead, above the shoulders and horizontally, to retrieve and store supplies, materials and equipment and perform mechanical duties; lift and carry objects weighing up to 50 lbs.; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate equipment.

Class Description: Mechanic II

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Grade
10/2000	October 22, 2000	6/15; 10/15; 3/18	Non-Exempt	54